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Executive Registry
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17 June 1981

MEMORANDUM FOR: Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science & Technology
Comptroller

FROM: Director of Central Intelligence

SUBJECT: Agency Cost Reduction and Efficiency Committee

1. This memorandum establishes an Agency Cost Reduction and Efficiency (CORE) Committee. The Committee will be composed of the Associate Deputy Directors of each of the directorates and will be chaired by the Comptroller.

2. The Agency CORE Committee is tasked with conducting a cost reduction and efficiency review of Agency functions and discrete activities and with presenting a series of recommendations for EXCOM consideration. The Committee will concentrate on areas where capital investment is needed for efficiencies to be realized, where activities which are currently being performed no longer have sufficient relevancy to be continued, where the current level of support to an activity can be reduced without significant impact, or where realignment or consolidation may result in savings or increased efficiency.

3. To facilitate this activity, each directorate will establish its own mechanism for conducting an internal cost reduction and efficiency review. Directorate internal review reports will be forwarded to the Agency CORE Committee within the next 60 days. The Agency CORE Committee will then consider each directorate submission, and within 150 days prepare a consolidated list of recommendations for the Executive Committee. The Agency CORE Committee will develop a detailed timetable for completion of this charter within the next 30 days, and will provide me and the DDCI with interim reporting during the entire activity.

4. By establishing the Agency CORE Committee, I believe that we are reaffirming this Agency's commitment to place a sharper focus on cost savings and overall administrative and operational efficiency. A detailed charter for the Agency CORE Committee is attached.

William J. Casey

Attachment:
As Stated

MORI/CDF Pages 1-3.

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Central Intelligence Agency

Charter

Cost Reduction and Efficiency (CORE) Committee

1. Purpose This charter establishes the Agency Committee on Cost Reduction and Efficiency.

2. Composition The CORE Committee shall be composed of the following members:

(1) Mr. Maurice Lipton, Comptroller, Chairman;

(2) Mr. William N. Hart, Associate Deputy Director for Administration;

(3) Mr. R. Evan Hineman, Deputy Director, National Foreign Assessment Center;

(4) Mr. John H. Stein, Associate Deputy Director for Operations;

(5) Mr. James H. Taylor, Associate Deputy Director for Science and Technology.

3. Policy and Program Direction The Agency CORE Committee is established to review Agency functions in light of potential actions which may be taken to effect cost reductions or to increase efficiency.

Specifically, the CORE Committee shall focus its efforts on functions meeting at least one of the following criteria:

-- functions requiring capital investment in order to increase efficiency and provide for future reductions in operating costs;

-- functions which can be reduced or eliminated;

-- functions where realignment may increase effectiveness;

-- functions where there is duplicative effort among organizations and there is potential for savings as a result of consolidation.

The goal of the CORE program is to reaffirm our commitment to satisfying the needs of our consumers through efficient usage

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of our resources. Suggestions to this effect shall be considered and recognized accordingly.

4. Functions of the CORE Committee The Committee is responsible for three products:

-- a detailed timetable for implementation due within the next 30 days;

-- a periodic interim reporting mechanism; and

-- a final report containing recommendations for consideration by the Executive Committee due within the next 210 days.

Each directorate is responsible for establishing a mechanism for performing an internal cost reduction and efficiency review. Within the next 60 days, each directorate will forward the CORE Committee a list of discrete activities where cost reduction or efficiency measures can be taken. Where applicable, activities will be delineated with both position and dollar resources currently being expended. The CORE Committee will then examine each activity for the efficiency with which it is performed and the relevancy which it presents to the Agency intelligence mission. The CORE Committee shall assume responsibility for sponsoring suggestions on activities which cross directorate boundaries.

Within 150 days after receipt of directorate reviews, the CORE Committee will forward to the DCI and DDCI a list of recommendations for consideration by the Executive Committee.

Cost savings which are realized by this process shall be selectively applied to necessary capital investments or other programs which possess high potential for future efficiencies. Operating officials and program managers shall be prepared to implement approved CORE recommendations.

5. Responsibility The Committee shall report to the DCI and DDCI on Committee activities.

The Chairman shall, in consultation with Committee members, establish operating procedures for the Committee, schedule meetings and coordinate the agenda for Committee activities.

The Chairman shall represent the DCI Area and shall be responsible for performing an internal review for that area.

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